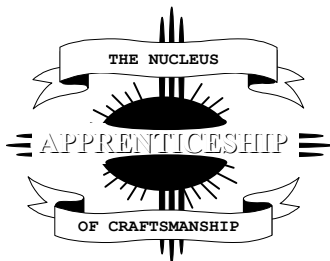




STANDARDS OF APPRENTICESHIP
adopted by

OREGON AND SOUTHWEST WASHINGTON FLOOR COVERING JATC

(sponsor)		<u>DOT</u>	<u>Term</u>
<u>Skilled Occupational Objective(s):</u>			
CARPET, LINOLEUM AND SOFT TILE LAYER		864.481-010	7000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

JUY 16, 1987
Initial Approval

By: LAFRANK NEWELL
Chairman of Council

OCTOBER 19, 2001
Addendum Amended

By: PATRICK WOODS
Secretary of Council

OCTOBER 19, 2001
Committee Amended

OREGON AND SOUTHWEST WASHINGTON FLOOR COVERING JATC

NOTE: THE FOLLOWING ADDENDUM SHALL BE SPECIFIED TO THE INDIVIDUAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE AND ITS CRAFTS AND PROBLEMS:

The following Standards of Apprenticeship, Southwest Washington Carpet, Linoleum and Soft Tile Layers, with supplements pertaining to the necessary work experience of the trade and a progressive wage scale will, when approved by and registered with the Washington State Apprentice and Training Council, govern the training of apprentices in this industry. These Standards were developed by the Northwest Floor Covering Association and the Carpet, Linoleum and Soft Tile Layers Local Union No. 1236, with assistance from the Apprenticeship Section, Department of Labor and Industries.

1. **GEOGRAPHICAL AREA COVERED:**

The area covered by these Standards shall be all of Clark, Klickitat, Skamania, Wahkiakum, Cowlitz, and Pacific Counties with headquarters in Portland, Oregon.

2. **MINIMUM QUALIFICATIONS:**

Applicants shall meet the following minimum qualifications:

Age: Minimum of seventeen (17) years of age.
Education: High school diploma or GED equivalent
Physical: Must be able to perform the work of the trade.
Testing: N/A
Other: Must complete an orientation class.

3. **CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

A. **Selection Procedures:**

Exempt per WAC 296-04-330 (8)

B. **Affirmative Action Plan:**

Exempt per WAC 296-04-330 (8)

4. **TERM OF APPRENTICESHIP:**

The term of apprenticeship shall be 7000 hours of reasonably continuous employment.

5. **PROBATIONARY PERIOD:**

Must complete 1,000 hours of employment as a registered apprentice.

6. **RATIO OF APPRENTICES TO JOURNEYMEN:**

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The number of apprentices employed by any one employer shall not exceed a ratio of one apprentice to one fully trained journey-level worker in full employment on the same job sit in order to assure adequate training and supervision. (Note: The agreed upon interpretation of the above ratio means that an equal number of apprentices and journey-level workers can work together on the same job site.) Additional apprentices are authorized at the rate of one to three fully trained journey-level workers. This ratio may be altered at the discretion of the Joint Apprenticeship and Training Committee.

7. WAGE PROGRESSION:

Apprentices shall be paid on the following percentage basis in accordance with WAC 296-04-270(2)(c):

The wage rate for all apprentices registered after April 1, 1994, shall be:

1st period of 1000 hours	50% of journey-level worker rate
2nd period of 1000 hours	60% of journey-level worker rate
3rd period of 1000 hours	70% of journey-level worker rate
4th period of 1000 hours	80% of journey-level worker rate
5th period of 1000 hours	85% of journey-level worker rate
6th period of 1000 hours	90% of journey-level worker rate
7th period of 1000 hours	95% of journey-level worker rate

Other fringes shall be as established by the collective bargaining agreement.

The work experience and a satisfactory school record must be maintained by the apprentice before his/her wages are advanced to the next period.

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8. WORK PROCESSES:

During the apprenticeship, the apprentice shall receive instruction and work experience in all segments of carpet, vinyl, linoleum, plastic laminate, and resilient tile work, including the preparation of material, and all subsurfaces to receive floor coverings, and to develop a practical and skilled mechanic versed in the theory and practice of the trade. He/she shall also perform such other duties in the shop and on the job as are commonly related to an apprenticeship in this trade.

The carpet, linoleum, vinyl and resilient tile trades are now receiving new material. The cost of these materials is exceptionally high, which will eliminate experimentation.

Work in the carpet, linoleum, vinyl and resilient tile trade is varied to the extent that a majority of the shops do not have all the work opportunities for the apprentice which will prepare the apprentice to participate in all phases of the trade if given the opportunity. Following is an outline of the work experience necessary for a bona fide apprenticeship and shall be followed insofar as conditions will warrant.

<u>Carpet, Linoleum & Soft Tile Layers:</u>	<u>DOT #864.481-010</u>	<u>Hours</u>
1. Preparation of Surfaces:		1700
Conditions all types of surfaces for application of carpets, resilient materials, plastic laminates, decorative coverings, and all other materials necessary for correct installation.		
2. Installation:		5300
Installation of resilient materials, plastic laminates, carpet and decorative coverings, and all trims necessary to installation to any surface whatever it may be.		
TOTAL HOURS:		7000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS.

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9. **RELATED/SUPPLEMENTAL INSTRUCTION:**

- A. Each apprentice shall enroll in and attend classes in subjects related to this trade, as approved by the State Board for Community and Technical Colleges, for a minimum of 144 hours per year.
- B. The methods of related/supplemental training shall consist of one or more of the following:
 - (X) Supervised field trips
 - (X) Approved training seminars
 - () A combination of home study and approved correspondence courses equivalent value
 - () Technical college
 - (X) Community college
 - (X) Training trust
 - () Other (specify)
- C. Hours 144 minimum
- D. Regular courses that fulfill the related/supplemental training requirements of these training standards offered by:
- E. Satisfactory progress must be maintained in related training classes. (See Section 10, Administrative/Disciplinary Procedures.)

10. **ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

These procedures will not supersede or be in conflict with the Registered Standards of Apprenticeship or federal or state laws, rules, or policies. Each registered apprentice will receive a copy of the Registered Standards of Apprenticeship.

A. NON-DISCRIMINATION IN SELECTION AND EMPLOYMENT

The recruitment, selection, employment, and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the Apprenticeship program as required under applicable Federal and State Apprenticeship Council laws, rules, and policies.

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B. REGISTERED APPRENTICE

1. The apprentice is registered to the Apprenticeship Committee and may not quit or move from shop to shop without the Committee's consent. The apprentice must contact the Training Coordinator.
2. JATC meetings are generally held quarterly. Any apprentice wanting to talk to the Committee for any reason, including a complaint regarding the Training Program, can check with the Training Coordinator or the Union office to secure the meeting date, time, and place. If the meeting date is the same night as class, the apprentice must notify the instructor. Appearance at a meeting will be handled first so that the apprentice can continue on to class. If for any reason, an apprentice is cited to appear before the Committee and fails to appear as designated, the Committee may take action to recommend cancellation of his/her Apprenticeship Agreement.

C. MONTHLY PROGRESS REPORT POLICY

Monthly Progress Reports are due on the 10th of the following month. For example, your report for September is due by October 10th. If the 10th of the month falls on a Saturday or Sunday, the Progress Report must be received in the Apprenticeship Office by the following Monday.

1. If Monthly Progress Reports are delinquent after the 10th of the month, the apprentice will be cited to appear before the Committee for disciplinary action.
2. If an apprentice has two (2) late Progress Reports, the apprentice will be automatically held in rate for six (6) months.

ALL MONTHLY PROGRESS REPORTS ARE TO BE MAILED, FAXED, OR DELIVERED TO THE APPRENTICESHIP OFFICE. PROGRESS REPORTS CANNOT BE TURNED IN AT THE SCHOOL

3. SUBMIT PROGRESS REPORTS TO:

FLOOR COVERING JATC
ATTN: Bill Huntley
11145 NE Sandy Blvd.
Portland, OR 97220

REPORTS MAY BE SENT VIA FAX TRANSMITTAL -- ALWAYS MAIL THE ORIGINAL.

FAX LINE: (503) 252-1935

PHONE: (503) 282-5783

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APPRENTICES MUST SIGN ALL MONTHLY PROGRESS REPORTS.

4. Evaluations must be filled out and signed by the employer (designated foreman acceptable). The instructor(s) need not sign the Progress Reports. Progress Reports will not be accepted if not signed by the apprentice AND the employer, or if the evaluation has not been completed. If not properly signed or incomplete, it will be returned. In case of math errors or if the form is not entirely completed, the report will be returned. If a report is returned for lack of signature or error, the apprentice has ten (10) working days to return the report without penalty.

D. ABSENCES AND DISCIPLINARY ACTION

Apprentices will not miss any classes except when required by their employers to work (out-of-town). Apprentices absent due to illness and/or injury will be required to attend scheduled make-up classes. The JATC will require verification for absences or tardiness due to work-related causes or personal injury or illness. The following action will be taken for one or more unexcused absences from related training classes:

FIRST UNEXCUSED ABSENCE: The apprentice will attend a scheduled make-up class and will be required to meet with the Training Coordinator to discuss corrective measures.

SECOND UNEXCUSED ABSENCE: The apprentice will be cited to appear before the JATC to show cause why his/her Apprenticeship Agreement should not be recommended for cancellation and/or the apprentice will be held in rate for six (6) months.

E. ATTENDING SCHOOL: RELATED TRAINING CLASSES

1. Related training classes will be scheduled by the JATC. Such scheduled classes may be changed by the JATC to facilitate the related training process. Make-up classes will also be scheduled throughout the school year.
2. Apprentices who have been laid off from on-the-job training will continue to attend all related training classes.
3. Apprentices must be properly registered and pay tuition fees on or before the first night of school (each term) or they will not be admitted to class, which will be considered an unexcused absence. Tuition must be paid by check or money order payable to "Floor Covering JATC". Cash will not be accepted.

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4. The school year is composed of three (3) terms: Fall, Winter, and Spring.
5. Minimum hours of class attendance are one hundred forty-four (144) per year. Homework may be assigned at the discretion of each instructor.
6. Apprentices are required to bring their tools to each class. Failure to do so will result in an unexcused absence and will be required to attend a scheduled make-up class.
7. Apprentices will obey all posted safety rules at all times. Any accident or injury, no matter how small, must be reported immediately to an instructor.
8. All apprentices participating will clean up their scrap and put away the tools they have used. Tools must not be removed from the classroom.
9. All missed assignments must be completed.
10. When the Clark Skills Center or the Evergreen School District closes due to weather conditions, the Apprenticeship School will also be closed and classes canceled.

F. CLASSROOM CONDUCT

1. Classroom instructors will be in complete charge of all apprentices during classes. The instructors are "bosses" during related training classes and have the authority to enforce any rules established by the Committee.
2. Any apprentice not complying with the rules will be cited before the Committee to explain their action(s).
3. Apprentices who persist in loud and boisterous talking, disturbing the class, and otherwise preventing an orderly learning process from being carried on by any instructor will be removed from the class.
4. Apprentices who have been removed from class will be required to appear before the Training Coordinator to discuss corrective measures before being reinstated to class.
5. Apprentices who have been removed from class a second time will be required to appear before the Apprenticeship Committee to show cause why they should not be canceled from the Program.
6. Apprentices who refuse or fail to do class work or homework as directed by the instructor will not receive credit for attendance that night.

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7. Apprentices may leave class only with the instructor's permission. Upon leaving class, apprentices are to attend to their needs as quickly as possible and not loiter in the halls, shop, other classes, or other parts of the campus.
8. Apprentices leaving the campus without permission of their instructor will be marked with an unexcused absence.
9. Apprentices who are removed from class by an instructor for violation of any of the rules contained herein will be cited to appear before the JATC.

G. TRAINING AGENT RESPONSIBILITIES

1. Apprentices will not be given job assignments that interfere with attendance at school and must be afforded the opportunity to be trained on all work available in the shop. Appropriate sanctions will be imposed upon employers or apprentices who falsify or cause to be falsified any work records or reports required by the Committee. Apprentices are required to observe good personal hygienic habits and maintain a reasonably neat personal appearance.
2. It shall be the obligation and responsibility of the sponsor to provide insofar as possible, continuous employment for all apprentices in its program. If unable to provide apprentices the diversity of experience necessary for all - around training and experience in the various processes of the occupation, as set forth in the apprenticeship agreement; or where the employer's business is of such character as not to provide reasonably continuous employment, the employer may arrange for transferring their training obligation to another employer under the same program with consent of the apprentice and Apprenticeship Committee or program sponsor. If, for any reason, a lay-off of an apprentice occurs, the apprenticeship agreement shall remain in effect, unless canceled by the sponsor.
3. If the Joint Apprenticeship and Training Committee determines an apprentice is being given insufficient or improper job or shop experience, the situation shall be studied and such adjustments shall be made as necessary, even to the extent of transferring the apprentice to another employer either on a temporary or permanent basis.
4. An employer hiring a registered apprentice and discharging him/her without just cause will submit in writing to the Apprenticeship Committee the reason(s) for termination which allows the Committee to determine future action, such as whether the apprentice should be cited or placed with another employer.

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5. The Joint Apprenticeship and Training Committee shall be empowered to call the employer or employer's agent to its meeting to interview him regarding the training of apprentices.

H. HARASSMENT

The JATC will ensure that each workplace and training site is free from harassment of any kind, including (but not limited to) gender, race, color, religion, national origin, political affiliation, marital status, age, mental, or physical disability. It will uniformly apply rules and regulations concerning harassment to all employees.

I. DRUG AND ALCOHOL POLICY

1. Smoking is not permitted in the classroom or the building.
2. Any apprentice who shall introduce, consume, partake, or be involved with introducing or partaking of alcoholic beverages, non-prescription drugs (hallucinatory or other nature), inhaled substances (cigarette type or other), or any liquid or illegal substance which would impair the normal faculties of an individual apprentice or group of apprentices within such areas that are used or that may be used from time to time, for the purposes of conducting apprenticeship related training classes, shall be immediately suspended from the Floor Covering Apprenticeship Program; and, if found blameworthy of violating this policy by the JATC, shall be canceled from the Program.

11. COMPOSITION OF COMMITTEE AND ALTERNATES:

The Apprenticeship Committee shall be composed of three (3) employer members representing the Associated Floor Covering Contractors, and three (3) members representing Carpet, Linoleum, and Soft Tile Layer's Union No. 1236. A quorum consists of 2 Employer representatives and 2 Employee representatives.

The Employer Representatives Shall Be:

John Duty, Chair
Don Frank Company
PO Box 14936

Rod Beler
1320 NW 17th Avenue
Portland, OR 97209

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Portland, OR 97214

Scott Studer
Studer's Floor Covering
2200 NE Andresen Road
Vancouver, WA 98661

Gary Crenshaw (Alternate)
Floor Factor's, Inc.
1320 NE 17th Avenue
Portland, OR 97203

The Employee Representatives Shall Be:

Kelly Ferderer, Secretary
3105 NE Lakeridge
Vancouver, WA 98685

David Rowden
804 NE 150th Avenue
Vancouver, WA 98648

Craig D. Wolf
15037 St. Andrews Road
Oregon City, OR 97045

12. **SUBCOMMITTEE:** None
13. **TRAINING DIRECTOR/COORDINATOR:**

Bill Huntley
11145 NE Sandy Blvd.
Portland, OR 97220